



COMDTINST 1401.4S

FEB 10 1997

COMMANDANT INSTRUCTION 1401.4S

Subj: INACTIVE DUTY RESERVE BOARDS

Ref: (a) 14 USC, Chapter 21
(b) 10 USC, Chapter 34
(c) Reserve Administration and Training Manual, COMDTINST M1001.27 (series)

1. PURPOSE. The purpose of this Instruction is to:

- a. Publish the schedule for Inactive Duty Reserve Officer Boards to be convened during Promotion Year 1998 (PY98);
- b. Solicit applications from inactive duty Reserve officers for board duty; and
- c. Provide guidance to inactive duty Reserve officers eligible for consideration by a selection/retention board and to those officers who desire to serve as board members.

2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, and Assistant Commandants for Directorates, Chief Counsel, Directors of Acquisition and Civil Rights and special staff offices at Headquarters shall ensure compliance with the provisions of this instruction.

3. DIRECTIVES AFFECTED. COMDTINST 1401.4R is canceled.

4. DISCUSSION.

- a. References (a) and (b) contain laws applicable to the promotion of inactive duty Reserve officers. These laws provide for the selection of Reserve officers on a best qualified basis to the grade of chief warrant officer and lieutenant and above and on a fully qualified basis to the grade of lieutenant (junior grade); they further provide for the convening of retention boards to ensure a steady promotion flow. Section 14-D of reference (c) describes general

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A	1	1	1		1	1	1	1	1	1			1	1	1			1			1	1				
B		8	20*8	3	2	5	3	1	1	1	1	1	5	1	1	1	3	1	1	1	1	1	1	1	1	1
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administrative procedures applicable to all boards. Enclosure (1) is the PY98 schedule for inactive duty Reserve officer boards.

b. The junior officer in each selection zone for PY98 will be announced by ALDIST.

5. REQUEST FOR BOARD DUTY.

a. Information for prospective board members:

- (1) Title 14, U. S. Code, Section 730, requires that members of a selection board be senior in grade to any officers being considered by that board. No officer may be a member of two consecutive boards convened to consider officers of the same grade for promotion.
- (2) Ensigns and lieutenants (junior grade) are ineligible to serve on inactive duty Reserve officer boards. All other officers are strongly encouraged to submit a request for board duty to increase the opportunity for broad representation and experience.
- (3) Applications with incomplete or missing information will be returned.
- (4) Applications from top performing officers with a broad professional background and a solid commitment to the Coast Guard's core values and work-life are highly desired.
- (5) A special effort will be made to include women and minority officers on all boards.
- (6) As practical, each board will include at least one member with previous selection board experience.

b. Procedures:

- (1) Interested inactive duty Reserve officers are strongly urged to apply for selection/retention board duty by completing the "Request for Board Duty" letter, enclosure (2), and the Reserve Office Personal Resume, CG-5481, enclosure (3), and forwarding them to Coast Guard Personnel Command (rpm), to arrive no later than 1 July 1997. Applying for more than one board increases the chances of selection for board duty.
- (2) CGPC-rpm will:
 - (a) Select members for all PY98 boards during July;
 - (b) Return the packages, by 15 August, of all officers not selected as board members or alternates for the current promotion board year; and
 - (c) Notify members selected for board duty and provide the appropriate accounting data to the respective PERSRU 8 weeks prior to the convening of the board.

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(3) Pay and allowances, travel and per diem will be funded by CGPC-rpm as Special Active Duty for Training (SADT). Accounting data will be provided by CGPC-rpm by message. Lodging accommodations will be arranged in the Washington, DC area by CGPC-rpm.

(4) **Applicants shall notify CGPC-rpm immediately if they become unavailable for board duty.**

6. Guidance for Inactive Duty Reserve Officers Eligible For Consideration By a Selection/Retention Board.

- a. Each officer being considered by a selection/retention board is encouraged to submit a communication and a Reserve Officer Personal Resume, CG-5481 (Rev. 4/93), through the chain of command to the board. Reference (c) paragraph 14-D-9c. has been changed to read "Endorsements to either communications or resumes shall be a line endorsement from the commanding officers." The remainder of reference (c) remains unchanged.
- b. Each inactive duty Reserve officer may review his or her Headquarters Personnel Data Record (PDR) for completeness and accuracy and is encouraged to do so. The Reserve officer may give written authorization for another individual to review their PDR. Of particular importance is the OER section of the PDR. Headquarters Reserve PDRs are maintained by CGPC-adm-3.
- c. Commanding officer of drilling reservists or local ISC for non-drilling reservists shall:
 - (1) Ensure that all Reserve officers are aware of the contents of this Instruction.
 - (2) Provide a copy of the ALDIST announcing selection zones to each officer being considered by a selection or retention board. This includes officers in any status except those retired (OPFAC XX-87600) or on the Inactive Status List (OPFAC XX-87500).
 - (3) Ensure completeness of resumes and provide endorsements as appropriate. Paragraph 14-D-9 of reference (c) prohibits commanding officers from recommending an officer for promotion or retention in endorsements to officer's board communications.
 - (4) Ensure that resumes and communication are submitted via the chain of command in time to reach CGPC-rpm not later than 3 weeks prior to convening of the board.

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7. **FORMS AVAILABILITY.** Personnel desiring board duty must complete the standard letter format of enclosure (2) and the Reserve Officer Personal Resume, enclosure (3) and forward to CGPC-rpm.



R. M. LARRABEE
DIRECTOR OF RESERVE AND TRAINING

- Encl: (1) Inactive Duty Reserve Officer Board Schedule
(2) Request for Board Duty
(3) Reserve Officer Personal Resume, CG-5481 (Rev. 4-93)

**INACTIVE DUTY RESERVE OFFICER BOARD SCHEDULE
FOR PROMOTION YEAR 1998 (PY98)**

BOARDS	PY98 IDPL BOARD DATES
RADM SELECTION	25-26 AUGUST 1997
CAPT RETENTION	26-29 AUGUST 1997
CDR SELECTION	15-24 SEPTEMBER 1997
CAPT SELECTION	6-10 OCTOBER 1997
LCDR SELECTION	27-31 OCTOBER 1997
ENLISTED TO WARRANT	17-19 NOVEMBER 1997
CWO INGRADE SELECTION	19-21 NOVEMBER 1997
LT/LTJG SELECTION	8-12 DECEMBER 1997
READY RESERVE DIRECT COMMISSION	23-27 MARCH 1998

1401

(DATE)

From: _____, USCGR
(Rank, Name, SSN)

To: Commander, CG Personnel Command (rpm)

Via: (Applicant's commanding officer)

Subj: REQUEST FOR BOARD DUTY

1. I request consideration for duty as a member of the following board(s):

Board	Convening Date
a. _____	_____
b. _____	_____
c. _____	_____

2. My previous board experience is:

Board	Convening Date
a. _____	_____
b. _____	_____
c. _____	_____

3. My commission/status is:

Source of Commission	DOR	DOB
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4. My address and phone numbers are:

Signature

Copy: Commanding Officer, CG Integrated Support Command _____ (fot)

DEPARTMENT OF
TRANSPORTATION
U.S. COAST GUARD
CG-5481 (Rev. 4-93)

RESERVE OFFICER PERSONAL RESUME

DATE

NAME (First, MI, Last)

GRADE

SOCIAL SECURITY
NUMBER

From:

To: Commander (G-RSM-2)

Via: Commander, _____ Coast Guard District (rs)

Subj: PERSONAL RESUME FOR _____
(REASON FOR SUBMISSION)

1. Commission and Mobilization Information

Commission Source	Date	Current DOR

Ann. Date	PBD	DOB

Current Training Billet	Date Assigned	Required EIC	Current EIC(s)

2. Military Experience (list most recent experience first)

a. Active Duty in excess of 15 days (include schools and EAD/SADT/TEMAC)

Unit	From	To	Assignment

b. Inactive Duty Assignments (drills - pay or non-pay) (current plus 4 years)

Unit	From	To	Assignment

c. ADT/SADT (pay/non-pay; include ADT school) (current plus 4 years)

Year	Assignment/Location	From	To	No. of Days	ADT OJT/School/Other	TEMAC/ SADT

3. Correspondence Courses (*current plus 4 years*)

Course Title	Year Completed	Course Title	Year Completed

Course completed for; *Exp. Indicator.; **DC Req.; ***Other

4. Military Awards (*medals and letters of commendation*)

Name of Award/Year Received	Name of Award/Year Received

5. Civilian Education (*list most recent experience first*)

Institution	Year Completed	Major	Degree

6. Civilian Experience/Accomplishments (*dates not required*)

Occupation	Employer	Job Title/Duties

7. Civic/Professional/Military Organization Affiliations

Organization	Position held (<i>if appropriate</i>)

I CERTIFY that the personal information supplied on this form is true to the best of my knowledge.

(Signature)**PRIVACY ACT STATEMENT**

In accordance with the "Privacy Act of 1974" the following authority for collecting this information is 10 USC 275. Principal purpose for which this information is intended to be used is for amplifying data for consideration by promotion/retention boards. Disclosure of this information is voluntary, but non-disclosure might result in a diminished opportunity for retention or promotion.